

Title	El Dorado County Sheriff's Office	07/07/2023
	by Monica Ferguson in Organized Retail Theft Prevention Grant Program	id. 41332811
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Original Submission 07/07/2023

The Organized Retail Theft (ORT) Prevention Grant Program Application is divided into five (5) sections as identified below: Background Information Contact Information Program Information Proposal Narrative and Budget Mandatory Attachments Each section has a series of questions requiring a response. Applicants will be prompted to provide written text, select options from a drop down menu, select options from a multiple choice menu, or upload attachments. Questions with a red asterisk require responses. Applicants will not be able to submit the application until all questions with a red asterisk have been completed. Applicants may reference the ORT Prevention Grant Program Proposal Instruction Packet for background information, key dates, rating factors, and other important information to aid in the completion of the ORT Prevention Grant Program Application. The ORT Prevention Grant Proposal Instruction Packet is available on the Board of State and Community Corrections (BSCC) website. NOTE: Applicants may start and stop their application but must select "Save Draft" at the bottom of the application before existing.

SECTION I - BACKGROUND INFORMATION	This section requests information about the applicant's name, location, mailing address, and tax identification number.
Name of Applicant (i.e., Police Department, Sheriff's Department, or Probation Department)	El Dorado County Sheriff's Office
Multi-Agency Partnerships Information (if applicable)	Applicants may apply for funding as part of a multi-agency partnership (two [2] or more agencies). The agencies and jurisdictions comprising the collaborative application are not required to be contiguous. One (1) Lead Public Agency must be identified on behalf of the partnership.
Multi-Agency Partnerships	No: This is not a Multi-Agency Partnership Application

Lead Public Agency Information **All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA is a governmental agency with local authority within the applicant's city or county. The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with other local government agency partners and non-governmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person), and will serve as the primary point of contact with the BSCC.**

Lead Public Agency **EI Dorado County Sheriff's Office**

Applicant's Physical Address **200 industrial drive
Placerville
ca
95667
US**

Applicant's Mailing Address (if different than the physical address) **200 industrial drive
Placerville
ca
95667
US**

Mailing Address for Payment **200 industrial drive
Placerville
ca
95667
US**

Tax Identification Number **946000511**

SECTION II - CONTACT INFORMATION **This section requests contact information for the individuals identified as the Project Director, Financial Officer, Day-to-Day Project Contact, Day-to-Day Fiscal Contact, and the Authorized Signature.**

Project Director **Monica
Ferguson**

Project Director's Title with Agency/Department/Organization **Agency Chief Fiscal Officer**

Project Director's Physical Address **200 industrial drive
Placerville
ca
95667
US**

Project Director's
Email Address **fergusonm@edso.org**

Project Director's
Phone Number **+15306217613**

Financial Officer **Tania
Donnelly**

Financial Officer's
Title with
Agency/Department/Organization **Administrative Analyst**

Financial Officer's
Physical Address **200 industrial drive
Placerville
ca
95667
US**

Financial Officer's
Email Address **donnellt@edso.org**

Financial Officer's
Phone Number **+15306216636**

Day-To-Day Program
Contact **Robert
St. Pierre**

Day-To-Day Program
Contact's Title **Sheriff's Lieutenant**

Day-To-Day Program
Contact's Physical
Address **200 industrial drive
Placerville
ca
95667
US**

Day-To-Day Program
Contact's Email
Address **stpierrr@edso.org**

Day-To-Day Program
Contact's Phone
Number **+15306424706**

Day-To-Day Fiscal
Contact **Summer
Pinkston**

Day-To-Day Fiscal
Contact's Title **Sr. Administrative Analyst**

Day-To-Day Fiscal Contact's Physical Address	200 industrial drive Placerville ca 95667 US
Day-To-Day Fiscal Contact's Email Address	pinkstons@edso.org
Day-To-Day Fiscal Contact's Phone Number	+15306215690
Name of Authorized Officer	Bryan Golmitz
Authorized Officer's Title	Undersheriff
Authorized Officer's Physical Address	200 industrial drive Placerville ca 95667 US
Authorized Officer's Email Address	golmitzb@edso.org
Authorized Officer's Phone Number	+15306216529
Authorized Officer Assurances	checked
SECTION III - PROGRAM INFORMATION	This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.
Project Title	Retail Theft Grant
Proposal Summary	The El Dorado County Sheriff's Office is seeking funding to establish a dedicated four-person team to partner with community members and local retailers to contest organized retail theft and catalytic converter theft. This team's central mission is community engagement, which will be driven by community meetings, business partnerships, and education. This team will be the primary entity at the Sheriff's Office responsible for investigating organized retail theft and catalytic converter theft. Through strong community partnerships and engagement, we believe we can have a positive, pro-active impact that will continue well beyond the life of the grant term.

**PROGRAM
PURPOSE AREAS**

Applicants must propose activities, strategies, or programs that address the Program Purpose Areas (PPAs) as defined on pages 5 - 8 in the ORT Prevention Grant Proposal Instruction Packet. A minimum of one (1) PPA must be selected; applicants are not required to address all three (3) PPAs. All proposed activities, strategies, or programs must have a link to the ORT Prevention Grant Program as described in the authorizing legislation and the ORT Prevention Grant Proposal Instruction Packet.

**Program Purpose
Areas (PPAs):**

**PPA 1: Organized Retail Theft
PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft**

**Funding Category
Information**

Applicants may apply for funding in a Medium Scope OR Large Scope Category. The maximum an applicant may apply for is up to \$6,125,000 in the Medium Scope category OR up to \$15,650,000 in the Large Scope category. Applicants may apply for any dollar amount up to and including the maximum grant amount identified in each category. Multi-agency partnerships (determined as Medium Scope OR Large Scope) may apply for up to the maximum grant award in that category, multiplied by the number of partnering eligible applicants. For Example: Four (4) eligible applicants in the Medium Scope category may submit one (1) application for up to \$24,500,000 o \$6,125,000 (Medium Scope Max) x 4 (# of Agencies) = \$24,500,000 Two (2) eligible applicants in the Large Scope category may submit one (1) application for up to \$31,300,000 o \$15,650,000 (Large Scope Max x 2 (# of Agencies) = \$31,300,000 Please reference pages 10-12 in the ORT Prevention Grant Proposal Instruction Packet for additional information.

Funding Category

Medium Scope (Up to \$6,125,000)

**SECTION IV -
PROPOSAL
NARRATIVE AND
BUDGET**

This section requests responses to the Rating Factors identified in the the ORT Prevention Grant Program Application Instruction Packet.

The Proposal Narrative must address the Project Need, Project Description, Project Organizational Capacity and Coordination, and Project Evaluation and Monitoring Rating Factors as described in the ORT Prevention Grant Instruction Packet (refer to pages 20-24). A separate narrative response is required for each Rating Factor as described below: The Project Need narrative may not may not exceed 6,711 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately three (3) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Description narrative may not may not exceed 11,185 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately five (5) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Organizational Capacity and Coordination narrative may not may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately two (2) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Evaluation and Monitoring narrative may not may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately two (2) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. A character counter is automatically enabled that shows the number of characters used and the remaining number of characters before the limit for each response is met. If the character limit is exceeded, a red prompt will appear with the message "You have exceeded the character limit". Applicants will be prohibited from submitting the ORT Prevention Grant Program Application until they comply with the character limit requirements. NOTE: It is up to the applicant to determine how to use the total word limit in addressing each section, however as a guide, the percent of total point value for each section is provided in the ORT Prevention Grant Proposal Instruction Packet (refer to page 15).

Project Need

El Dorado County Sheriff's Office is seeking funding to address the need to combat organized retail theft and catalytic converter theft. These crimes have a great impact on the quality of life for the residents and businesses of our county. They also create financial strain on businesses and citizens who are victimized by these criminal acts. As the El Dorado County Sheriff's Office has begun to assess this need, we have realized the increased and continued efforts we must make to build and reinforce additional relationships with our local retailers and community members. To determine the need to address these issues we have evaluated data on the number of reported calls of theft to the Sheriff's Office, the number of reports taken, the frequency of community meetings and interactions to give and receive information, the frequency and quality of meetings with local retailers, and the total value of reported loss due to theft compared to the stated loss monitored by retailers we have been working with to combat organized retail theft. We have also looked at California Department of Justice clearance rates for

theft investigations.

The El Dorado County Sheriff's Office has compiled data and information that there is a strong need for us to focus our efforts on building more partnerships with our local citizens and retailers to share information, educate, and combat organized retail theft and catalytic converter theft. There is a need to bridge a gap between our community's perception on what our response and capabilities are and what we can actually do to help make an impact on these crimes. We believe this gap has been derived from a perception of the limitation in state law, corporate decisions based on broad information and the distance created through the COVID pandemic. This grant provides a sound opportunity for the El Dorado County Sheriff's Office to have an impact on these concerns and improve the quality of life for our community.

The El Dorado County Sheriff's Office has utilized our local record management system, stakeholder meetings, and California DOJ statistics to obtain data relevant for this grant opportunity. For example, since 2019 the El Dorado County Sheriff's Office has had 228 reports of catalytic converter theft. This equates to approximately \$912,000 in loss to members of our community. In 2023 our agency has taken 63 reports of retail theft for a reported loss of \$62,064. In the past few months, the El Dorado County Sheriff's Office has made a proactive effort to build relationships with local major retailers in our county, to include Target, Wal Mart, and Wal Greens. What we have learned from meeting with these retailers is that the stores in our county have not been reporting thefts when they occur. Some of these decisions to not report came from corporate direction, but a greater influence in not reporting was based on the perception that law enforcement cannot assist in investigating these crimes

For instance, we have learned from Target that there are law enforcement agencies in our region that have told their stores that they will not respond to theft reports. As a result, we have learned that the actual number of thefts is grossly under reported, even in El Dorado County. Target Loss Prevention officers have told us the annual monetary loss to theft in El Dorado County between their two stores is \$3,000,000. As the Sheriff's Office has started building these relationships, we have learned that much of this crime has some level of organization. Either street level culprits are committing these crimes and taking stolen goods to an identified broker for payment, or a known group of individuals working in concert to specifically target certain retailers for a pre-determined set of merchandise. This grant provides a good opportunity for us to build strong relationships with not only large corporate stores, but local retailers and chambers of commerce in our community.

Additionally, according to the California Department of Justice statistics, the overall average clearance rates for all of El Dorado County for theft related crimes from 2012 to 2019 is 16.91% (21.75% for Placerville and 12.06% for South Lake Tahoe). Source: State of California Department of Justice - OpenJustice. With the information we have gathered from our records, the state, and our community, the El Dorado County Sheriff's Office believes there is a compelling need for grant funding.

Project Description

El Dorado County Sheriff's Office's proposal for this grant would be to dedicate 4 EDSO deputies to create a team with a mission of combating organized retail theft and catalytic converter theft in El Dorado County. The mission of this team will be to solely focus on the goals of this project. Proposed activities will be proactive, regular (at least quarterly) meetings with local retailers and chambers of commerce. These meetings will be designed to share information, crime trends, and to educate retailers on the Sheriff's Office's efforts within the grant program. The Sheriff's Office will also host community meetings where we provide information on catalytic converter theft and provide our community with a product they can choose to apply on their catalytic converter, which will help law enforcement identify the owner should it be stolen. We further intend to provide guidance to retailers and citizens on the concepts and practice of crime prevention through environmental design (CPTED) to help them be proactive in preventing criminal activity.

Through open relationships and communication with our community partners, the El Dorado County Sheriff's Office intends to gather information that will allow us to formulate proactive law enforcement actions to combat organized retail theft and catalytic converter theft. These operations could include stationary and mobile surveillance, plain clothes surveillance operations, property decoy, parole/probation searches, mobile LPR trailers, visits to local pawn shops and flea markets, and information sharing with our allied law enforcement partners.

Our focus of the organized retail theft operations will begin with larger commercial shopping districts that house bigger retail stores and smaller, local retailers. Our agency has received a good amount of data and crime patterns from these larger retailers as they typically employ loss prevention officers who keep statistical information on trends and probabilities as well as offender profiles. This will be a good jump off point to get a good focus on the direction of our enforcement efforts. The Sheriff's Office can take the information received and actions taken and share that with smaller retailers in our regular meetings to keep open lines of communication and transparency. Catalytic converter theft focus areas will be based on crime statistics obtained from data collected through reporting in our records management system. The El Dorado County Sheriff's Office believes these efforts will address the needs of our project by building strong community partnerships and reducing criminal activity.

To begin our outreach efforts with our local retailers, the Sheriff's Office will contact local property management companies in commercial retail areas and Chambers of Commerce to schedule our meetings. Our efforts for catalytic converter theft prevention and education will begin through public notices via our website and social media platforms utilizing our Public Information Officer (PIO) staff. The intended plan will be for these meetings to be conducted at Sheriff's Office facilities, such as our main headquarters buildings or substations throughout the county.

The El Dorado County Sheriff's Office has set two goals for the grant period:

- 1. Increase community retailer partnerships through proactive store visits, chamber of commerce meetings, CPTED (Crime Prevention Through Environmental Design) planning, collaboration, and public education efforts. This can be measured by noting the total number of meetings attended, a visible increase in the number of crime reports, which in turn, should lead to an increase in arrests, disruption in criminal organizations, closed cases, and prosecutions. Outcome evaluation can be completed by providing our retail partners with pre/post surveys.**
- 2. Create a public awareness campaign to proactively prevent catalytic converter theft. One method to help with this is to provide tips to the public based on a CPTED approach to make their vehicles less of a target for theft. Another option would be to use grant funds to purchase a catalytic converter etching product called Smart Water. We can pass this product out during public events to help people take a proactive approach to protect their property. This product is easily applied by the vehicle owner. Each Smart Water kit is individually serialized to the person we issue it to and the kit comes with tools that allow us to read the distinct number if we recover a stolen catalytic converter. We would use our media platforms to advertise that we are using this tool in our community as a deterrent attempt to combat theft. A measurable level of success in this field would be the number of Smart Water kits distributed, an increase in victim identification when stolen catalytic converters are recovered, and reduction in overall thefts.**

The El Dorado County Sheriff's Office has had an internal commitment to be partners with our community. One saying that is often quoted around the agency is "The police are the people, and the people are the police." We have found this commitment to partnership valuable to help foster and continue relationships with citizens and retailers in our communities. Recently, the El Dorado County Sheriff's Office has formed partnerships with a few large retailers in our county. Through these partnerships, we have been able to obtain vital information that has helped us prepare to combat organized retail theft. These initial steps have been a driving force in the Sheriff's Office wanting to gather the data and information needed to focus on the needs described in this application. We have seen the benefits from these initial outreach efforts and need to expand those efforts to serve a larger purpose and help a greater volume of our community.

The El Dorado County Sheriff's Office has an established policy regarding the technology we would like to use for this program. This policy is specific to Automated License Plate Recognition (ALPR). The purpose of the policy is to provide guidance for the capture, storage, and use of digital data obtained using ALPR technology while complying with applicable privacy laws and regulations. This policy is specifically covered in EDSO Policy Manual Section 471.

The El Dorado County Sheriff's Office has an established policy regarding Bias-Based Policing. The policy provides guidance to office members that affirms the commitment to policing that is fair

and objective. Nothing in the policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the office's relationship with its diverse communities. This policy is specifically covered in EDSO Policy Manual Section 402.

Project
Organizational
Capacity and
Coordination

If funding is approved, the El Dorado County Sheriff's Office will select four full-time deputy sheriffs to create the program. The selected sworn staff will receive training in basic investigations and Crime Prevention Through Environmental Design. The activities of this program will be the primary duty assignment for the four deputies for the duration of the grant period. We currently have staffing to field four positions for this program. The Sheriff's Office will continue to rely on existing support staff in their normal assigned roles and responsibilities for daily operational function. This program will be managed by an El Dorado County Sheriff's Office Lieutenant in the Operations Division. The lieutenant will be responsible for ensuring proper project implementation. Fiscal management will be the responsibility of the El Dorado County Sheriff's Office Chief Fiscal Officer, or designee.

No partner agencies will be used for this project.

This project will be housed in the Operations Division of the El Dorado County Sheriff's Office. Functional responsibility of this project will fall to a lieutenant within that division. The lieutenant will be responsible for ensuring proper implementation of the project as described in the application of this grant. A sworn sergeant will be responsible for day-to-day supervision of the four sworn deputies assigned to the grant project. That sergeant will ensure the deputies are working within the set parameters as indicated by the lieutenant. The sergeant will verify that the sworn deputies are keeping proper records for grant reporting and conducting operations within the scope of EDSO Policy and applicable laws. It is the lieutenant's responsibility to ensure the project is working towards stated goals and assigned sworn staff are working within the parameters established for the project. The lieutenant will work closely with the Chief Fiscal Officer (CFO) or designee to ensure the project is following the approved fiscal guidelines set within the application and terms of this grant. The CFO will oversee the grant financial officer and day-to-day fiscal contact.

One beneficial outcome of this project is the likelihood of increased community partnerships and collaboration. The El Dorado County Sheriff's Office plans to continue to foster those relationships with local retailers and the community after the grant term is over. The Sheriff's Office has identified equipment that would be beneficial for the mission of this grant period. We can lease that equipment through the grant term. Other equipment purchased for the grant operation can continue to be used for the greater mission of the Sheriff's Office, and any re-occurring costs can be absorbed in subsequent fiscal years. Once the program is established and at the end of the grant term, the responsibility can be transferred to the detective unit to absorb any staff costs to maintain the program goals.

Project Evaluation

The El Dorado County Sheriff's Office will utilize an external entity to

conduct project evaluation. We will use both qualitative and quantitative data collections to ensure efficiency and fidelity are met throughout the life of the grant. The four dedicated grant deputies will be responsible for collecting data from; each meeting (how often, topic, updates, results, and how many attended), tracking retail theft trends, and tracking the internal data to retail theft calls and stolen catalytic converters (arrests, locations, victim identification). The Deputies will gather the data from the systems and the Sergeant will review/analyze the data and input it into our quarterly report. The Day-to-Day Program contact will also review this information for accuracy. The external evaluation company would be involved in the data on a continuous basis (weekly or monthly). The Day-to-Day fiscal contact will be responsible for tracking and approving grant purchases as well as fiscal reporting on the quarterly report. The grant Financial Officer and Project Director will review and analyze the information prior to submission. All grant staff will meet on a quarterly basis to discuss progress with internal and external grant stakeholders on whether we are meeting our grant goals.

We have two primary goals for this grant program. Goal number 1 is to increase community retailer partnerships and goal number 2 is to create a public awareness campaign to proactively prevent catalytic converter theft. The process measures for our first goal would be keeping records of the total and frequency of meetings with our local retail partners. We would be able to hear concerns from businesses, share information, goals, share crime trends, educate businesses on investigative and prosecution abilities, and provide professional contact information. We would note the different businesses represented during these meetings and encourage those in attendance to reach out to their retail partners to help us increase participation. Lastly, we would record the frequency of businesses who reach out for assistance. Measuring this process would show that our partnerships have reached a level of professional trust and feel they have a good professional point of contact and can rely on us for timely assistance when they call. The outcome measures are to record the number of retailers EDSO maintains an active partnership with. The process measures could show the efforts of the project led to achieving the goal.

The process measures for our second goal are the number and frequency of public information events we hold, the number of Smart Water Theft Deterrent Systems we provide to the public, the number of CPTED practices addressed and discussed and the number of public information pamphlets we distribute. Our public events will be advertised through our social media platforms. We will also have personnel present at other, pre-planned social events such as National Night Out. The Sheriff's Office can use crime report data from our local record management system to target higher crime areas for these meetings. The outcome measure for this goal will be the reduction in theft cases related to catalytic converter theft and an increase in the number of recovered stolen catalytic converters that bear the markings of the Smart Water Theft Deterrent System. To preliminarily monitor the implementation of our project, regularly scheduled meetings will be held, to include the 4 deputies, the lieutenant and fiscal manager. We will utilize the 6-month

implementation period for the procurement of equipment needed. The goal will be to have an operational program before April 1, 2024. The team will work to identify stakeholders and start our initial efforts to establish relationships. By laying the groundwork for the program early, the Sheriff's Office hopes to have a more impactful start to our project once we have the equipment needed. We will keep records and numerous data points during this project. This data will be collected daily by the four sworn deputies assigned to the program. We will utilize electronic daily reporting processes via an online accessible form that each employee can access. This data will be shared with the lieutenant assigned to manage the project and an evaluation will be made to determine if the team is on the intended track of performance to achieve the goals of the project.

Budget Instructions

Applicants are required to submit a Proposal Budget and Budget Narrative (Budget Attachment). Upon submission the Budget Attachment will become Section 5: Budget (Budget Tables & Narrative) making up part of the official proposal. The Budget Attachment must be filled out completely and accurately. Applicants are solely responsible for the accuracy and completeness of the information entered in the Proposal Budget and Budget Narrative. The Proposal Budget must cover the entire grant period. For additional guidance related to grant budgets, refer to the BSCC Grant Administration Guide. The Budget Attachment is provided as a stand-alone document on the BSCC website.

Budget Attachment

[Final_Budget.xlsx](#)

SECTION V - ATTACHMENTS

This section list the attachments that are required at the time of submission, unless otherwise noted. Project Work Plan (Appendix B) - Mandatory Grantee Assurance for Non-Governmental Organizations (Appendix D) - Mandatory Local Impact Letter(s) (Appendix E) - Mandatory Letter(s) of Commitment (Appendix F) - If Applicable Policies Limiting Racial Bias - Refer to page 9 of the Proposal Instruction Packet - Mandatory Policies on Surveillance Technology - Refer to page 9 of the Proposal Instruction Packet - If Applicable Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix G) - Mandatory Governing Board Resolution (Appendix H) - Optional

Project Work Plan (Appendix B)

[Final_project_workplan.docx](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[NGO_signed.pdf](#)

Local Impact Letter(s) (Appendix E)

[EI_Dorado_Sheriffs_-_Impact_Letter_7-5-23.pdf](#)

Letter(s) of Commitment, (Appendix F) n/a

Policies Limiting Racial Bias

[Bias-Based_Policing.pdf](#)

Policies on Surveillance Technology

[Automated_License_Plate_Reader__ALPR_.pdf](#)

Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix G)

[Debarment_signed.pdf](#)

OPTIONAL: n/a
Governing Board
Resolution (Appendix
H)

OPTIONAL: n/a
Bibliography

CONFIDENTIALITY NOTICE: **All documents submitted as a part of the Organized Retail Theft Prevention Grant Program proposal are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, § 6250 et seq.)**

Appendix B: Project Work Plan

Applicants must complete a Project Work Plan. This Project Work Plan identifies measurable goals and objectives, process and outcome measures, activities and services, responsible parties for those activities and services, data sources and estimated timelines. Completed plans should (1) identify the project’s top goals and objectives; (2) identify how the goal(s) will be achieved in terms of the activities, responsible staff/partners, and start and end dates, process and outcome measures; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant. As this grant term is for three (3) years, the Project Work Plan must attempt to identify activities/services and estimate timelines for the entire grant term. A minimum of one goal and corresponding objectives, process measures, etc. must be identified.

Applicants must use the Project Work Plan provided below. You will be prompted to upload this document to the BSCC-Submittable Application.

(1) Goal:	> Increase community retailer partnerships		
Objectives (A., B., etc.)	>A. Proactive retail store visits, chamber of commerce meetings, CPTED planning, collaboration, and public education.		
Process Measures and Outcome Measures:	> Notating the total number of meetings attended, a visible increase in arrests, disruption in criminal organizations, closed cases, and prosecutions		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Attend meetings with retail stores, chamber of commerce. Educate the public and collaborate on CPTED	> 4 dedicated grant deputies	> 10/1/2023	> 12/31/2026
List data and sources to be used to measure outcomes: > Crime statistics obtained from data collected from our records management system; pre & post meeting surveys; pre & post CPTED data comparison			

(2) Goal:	> Create public awareness campaign to proactively prevent catalytic converter thefts		
Objectives (A., B., etc.)	> A. Provide tips to public surrounding the CPTED ideas B. Disperse Smart Water etching products to public C. Increase public awareness through social media		
Process Measures and Outcome Measures:	> Number of Smart Water kits distributed, number of social media posts, and an increase in victim identification, and reduction in overall thefts.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Smart Water etching product, create CPTED defensible spaces, posting on social media the use of these tools and tips to combat theft.	> 4 dedicated grant deputies	> 10/01/2023	> 12/31/2026
List data and sources to be used to measure outcomes: > Statistics obtained from the Smart Water Kit database; social media posting reports;			

(3) Goal:	>		
Objectives (A., B., etc.)	> [REDACTED]		
Process Measures and Outcome Measures:	> [REDACTED]		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> [REDACTED]	> [REDACTED]	> [REDACTED]	> [REDACTED]
List data and sources to be used to measure outcomes: >			

Organized Retail Theft Prevention Grant Program - Project Budget and Budget Narrative

Name of Applicant: *El Dorado County Sheriff's Office*
(i.e., County Sheriff's Office, County Probation Department, or City Police Department)

44-Month Budget: October 1, 2023 to June 1, 2027

Note: Rows 7-16 will auto-populate based on the information entered in the budget line items (Salaries and Benefits, Services and Supplies, etc.)

Budget Line Item	Total
1. Salaries & Benefits	\$3,029,232.00
2. Services and Supplies	\$359,998.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$81,000.00
6. Equipment/Fixed Assets	\$337,800.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$5,260.00
9. Indirect Costs	\$0.00
TOTAL	\$3,838,290.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
(Hourly)Reg and OT Deputy Sheriff x 4	4 Deputies for 3 years= Hourly rate + incentives + benefits= \$2,929,232	\$2,929,232.00
Hourly pay for other Deputies, Sgt's, and EDSO staff	Overall pool not to exceed \$100,000	\$100,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$3,029,232.00

1b. Salaries & Benefits Narrative:

4 sworn deputies. These deputies will be the primary operational team responsible for the daily performance of program activities to include community outreach, public meetings and events, investigations and arrests, and record keeping. Overtime costs for 4 sworn deputies. A part of criminal investigations includes conducting work outside of regularly scheduled hours. This could include after-hours search warrants, surveillance, report writing, court testimony, etc.

*Deputy Sheriff = reg \$48.31 x 2080hrs/per yr with 3% increase/yr for 3 years: \$100,485, \$103,500, \$106,605= \$310,590
 Incentives- Education/POST/etc = 27.5% of reg wage for 3 years = \$27,633, \$28,463, \$29,316 = \$85,412
 Uniform Allowance \$800 annually for 3 years = \$800 x 3 = \$2,400
 PERS/Retirement per year for 3 years = \$49,734, \$51,226, \$52,763 = \$153,723
 Medicare per year for 3 years= \$1,858, \$1,914, \$1,971 = \$5,743
 Health 3% increase/yr for 3 yrs= \$31,124, \$32,058, \$33,020 = \$96,202
 Unemployment (15% of first \$7,000 in wages) for 3 years = \$1,050 x 3 = \$3,150
 Workers Comp/yr for 3 yrs = \$5,635 x 3 = \$16,905
 OT for 3 years for 4 hours per week allotted: 90.45 x 4 hrs per week = \$362 x 52 weeks = \$18,824, \$19,389, \$19,970 = \$58,183
 Total for 1 Deputy = \$732,308 x 4 deputies = \$2,929,232 for 4 Deputies*

The salaries and benefits budget includes other deputies, detectives, sergeants, and other assigned staff that complete tasks specific to the El Dorado County Sheriff's Office Retail Theft Grant. The assigned 4 deputy team will require assistance on some investigations, or events directly related to our project and goals. An overall pool of \$100,000 for extra help of EDSO staff and deputies/sergeants all at various pay rates.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Lease of LPR trailers x 4	4 trailers x 3 years = \$21,182 x 4 x 3 = \$254184	\$254,184.00
Vehicle Trackers x 2	2 trackers and their subscription service = \$1467 x 3 years = \$4,400	\$4,400.00
Grey Key Forensic Cell Phone extraction service	For 3 years = \$20,000 x 3 = \$60,000	\$60,000.00
Smart Water Theft Deterrent System	300 kits = approx \$107.5 x 300 = \$32,214	\$32,214.00
Informational Pamphlets	500 pamphlets = \$500	\$500.00

Binoculars X 5	5 binoculars \$280 x 5 = \$1400	\$1,400.00
Community Outreach Booth Items	Awareness Stickers \$2000, Pencils/pens \$2000, Pop-up tent \$1500, Tables \$300, Table cover \$400, Supply bins \$100, fact signage \$1000	\$7,300.00
		\$0.00
TOTAL		\$359,998.00

2b. Services and Supplies Narrative:

LPR trailers for retail parking lots and shopping centers. For this grant program, we would like to lease 4 portable ALPR trailers that can be positioned in public areas where retail theft or catalytic converter thefts are occurring. These trailers are a great investigative aid that will help us identify suspects, show patterns of travel behavior, and build stronger criminal cases on criminal organizations. The cost to lease 4 ALPR trailers is \$21,182.00 per year for a total cost of \$254,184.00 for the grant period.

The Sheriff's Office would purchase two covert vehicle trackers that would be used during criminal investigations. Through a court ordered search warrant, these trackers can be utilized to help identify suspect vehicle locations, suspect residences, and stash houses. The Sheriff's Office would purchase 2 trackers and an associated annual monitoring subscription that comes with the trackers. The total cost would be \$4,400.00

Grey Key Forensic Cell Phone extraction service. A great deal of criminal activity includes the use of cell phones. They are used to communicate with other criminals, to take pictures of stolen items, provide directions to potential victim locations or meeting areas to sell or exchange stolen goods for money. Grey Key provides a service that helps investigators access modern cell phones to conduct the searches and gain evidence into criminal organizations. The cost of this service is \$20,000.00 per year for a total cost of \$60,000.00.

Smart Water Theft Deterrent System. Smart Water is a forensic tagging product that allows the customer to apply the product to an item, like a catalytic converter. Each Smart Water kit is individually coded and would be assigned to a specific individual. Part of the kit is a forensic reader that would allow the Sheriff's Office to look and see if the product was applied to a catalytic converter. The reader would provide forensic information that can be checked for the registered owner. These kits would be provided to our community during public events and would accompany a social media campaign advising that our agency and public are using this system. This is designed to help deter theft. If theft does occur, the use of this product helps us identify a victim, which allows us to make a prosecutable criminal case. The Sheriff's Office would seek to purchase 300 Smart Water theft Deterrent Kits for a total cost of \$32,214.00.

Printed information. The Sheriff's Office would create and print 500 printed pamphlets with information on how to help deter catalytic converter thefts. These pamphlets would be provided to the public during education and Smart Water distribution events, and they would be available in our office lobbies for the public to take. The cost for 500 printed pamphlets is \$500.00.

Binoculars. These would be used for the criminal investigation and surveillance process. Binoculars are not standard issued equipment for our agency and would assist the 4 sworn deputies and their supervisor in their investigations.

Community Outreach Booth Items. A complete booth setup to be used at community outreach events for a proactive approach to bring awareness, and share prevention methods, of organized retail theft and vehicle accessory theft in our county. The items (pens, pencils,stickers,fact sheet signs, booth setup, etc) will be displayed in our booth at community events to encourage people to interact and learn about our grant activities. The booth items will help draw the community in so we can talk about the impacts of organized retail theft and vehicle accessory theft in our county, the goals of our grant, as well as answer any questions they may have. The items that the community take from our booth, will encourage additional conversations when seen by others and help spread prevention methods.

3a. Professional Services

Description of Professional Service(s)	Calculation for Expenditure	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

3b. Professional Services Narrative

None

4a. Non-Governmental Organization (NGO) Subcontracts

Description of Non-Governmental Organization (NGO) Subcontracts	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$0.00

4b. Non-Governmental Organization (NGO) Subcontracts Narrative

None

5a. Data Collection and Evaluation

Description of Data Collection and Evaluation	Calculation for Expense	Total
3rd Part Evaluation Company	Approximately \$27,000 per year x 3 years = \$81,000	\$81,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$81,000.00

5b. Data Collection and Evaluation Narrative

The Sheriff's Office will contract with and use an outside agency for outside program evaluation. As the assigned deputies will be responsible for data collection, having an outside entity for program evaluation will provide an outside perspective to look at the grant progress. The outside company can also assist with mandatory reporting per grant requirements. The approximate cost for this service is \$27,000 per year and \$81,000 for the life of the grant.

6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Dedicated vehicles x 4	\$70,000 x 4 = \$280,000	\$280,000.00
P25 compliant radios x 4- parts and install	\$6,950 x 4 = \$27,800	\$27,800.00
Forensic computer workstation	\$30,000 computer	\$30,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$337,800.00

6b. Equipment/Fixed Assets Narrative

Four dedicated Sheriff's Office vehicles. The Sheriff's Office is requesting to purchase 4 dedicated unmarked SUVs for the program. These vehicles will be equipped with full emergency light packages and communication. One vehicle will be assigned to each deputy for the life of the program and the costs for the maintenance of the vehicles will be incurred by the Sheriff's Office once the grant period ends. The total cost for these vehicles is \$280,000.00.

P25 compliant vehicle radios for the team. These radios allow for encrypted communications that will provide operational security and allow the users to stay within new CA DOJ communication guidelines for transmitting personal information of radio frequencies. The cost for four of the radios to be placed in the vehicles is \$27,800.00.

Forensic computer workstation. Newer electronic technology requires greater capacity investigative workstations when reviewing cell phones, tablets, and computers during a criminal investigation. We wish to purchase a new forensic workstation to aid in this electronic evidence collection and examination directly related to the objectives and activities of the project. The cost for one workstation is \$30,000.00.

7a. Financial Audit

Description	Calculation for Expense	Total
Contract with 3rd Party CPA to provide final fiscal audit	Approximately \$25,000 for all 3 years	\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$25,000.00

7b. Financial Audit) Narrative:

Third party audit service. The Sheriff's Office would like to hire a third-party company to audit our fiscal activities in the grant. This will provide an outside, objective evaluation of our activities to ensure we are staying within the parameters of the program. The total cost for this service would be \$25,000.00. This company would only be used for the grant period.

8a. Other (Travel, Training, etc.)

Description	Calculation for Expense	Total
CPTED Training x 4	Training for 4 Deputies = \$625 x 4 = \$2,500	\$2,500.00
ICI Core Investigations Trainings x 4	Training for 4 Deputies = \$690 x 4 = \$2,760	\$2,760.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$5,260.00

8b. Other (Travel, Training, etc.) Narrative:

ICI Core Investigations Training. This training would be for the four sworn deputies to attend a basic criminal investigations course to help with their investigative operations. The cost for four deputies to attend this training is \$2,760.00.
CPTED Training. Part of the goal of this program is to educate our community and retailers on ways to help prevent criminal activity. One method is a concept called Crime Prevention Through Environmental Design. This course would teach our sworn deputies assigned to the program how to look at specific environments and make recommendations for changes that could help deter or decrease crime. These suggestions could include lighting, shrubbery, cameras, etc. The cost for four deputies to attend this training is \$2,500.00.

9a. Indirect Costs

For this grant program, indirect costs may be charged using only <u>one</u> of the two options below:	Grant Funds	Total
1) Indirect costs not to exceed 10 percent (10%) of the total grant award. Applicable if the organization does not have a federally approved indirect cost rate.	\$0	\$0
<i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	
2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization has a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate.	\$0	\$0
<i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	
<i>Please see instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns red, please adjust it to not exceed the line-item noted.</i>	TOTAL	\$0

9b. Indirect Costs Narrative:

Enter narrative here. You may expand cell height if needed. **If using a federally approved indirect cost rate, please include the rate in the narrative.**



NewMark Merrill
C O M P A N I E S

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Calabasas, CA 91302
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Acquisitions &
Development

Leasing

Property
Management

Marketing &
Community
Engagement

Data &
Technology

Supporting
the American
Dream

July 3, 2023

Board of State and Community Corrections
Corrections Planning and Grant Programs Division
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Attn: Organized Retail Theft Prevention Grant Program

NewMark Merrill Companies, Inc. has been in communication with the El Dorado County Sheriff's Office and is aware of their application to the BSCC Organized Retail Theft Grant Program. The El Dorado County Sheriff's Office has also informed NewMark Merrill Companies, Inc. of their program goals and intent to form a dedicated four-person team of sworn deputies to partner with local businesses and combat organized retail theft in El Dorado County. NewMark Merrill Companies, Inc. currently manages the Prospector's Plaza Shopping Center and includes over 21 retail businesses within the jurisdiction of the El Dorado County Sheriff's Office. We understand the El Dorado County Sheriff's Office's program will lead to an increased law enforcement presence on our property and do not foresee a negative impact to our property or associated businesses. The activities the Sheriff's Office could include stationary and mobile surveillance, plain clothes surveillance operations, property decoy, parole/probation searches, mobile LPR trailers, visits to local pawn shops and flea markets and information sharing with our allied law enforcement partners.

The El Dorado County Sheriff's Office has defined two goals for this grant program with an end result of combatting and deterring organized retail and catalytic converter theft. The stated goals are 1) Increasing community retailer partnerships through proactive store visits, chamber of commerce meetings, CPTED (Crime Prevention Through Environmental Design) planning, collaboration, and public education efforts, and 2) Creating a public awareness campaign to proactively prevent catalytic converter theft.

The El Dorado County Sheriff's Office and NewMark Merrill Companies, Inc. agree to have open communication to address any unforeseen issues and work together to find a beneficial solution that will create a better environment for our community and retailers. NewMark Merrill Companies, Inc. strongly supports the El Dorado County Sheriff's Office application for funding to help local retailers combat organized retail theft in El Dorado County.

NEWMARK MERRILL COMPANIES, INC., as authorized Manager
For GC Placerville LLC, 3964 Placerville LLC d/b/a Prospectors Plaza

Sincerely,

Mariane Santos

Mariane E. Santos
Senior Property Manager

Los Angeles County • Orange County • Riverside County • San Diego
Sacramento • Ventura County • Denver • Chicago

Bias-Based Policing

402.1 PURPOSE AND SCOPE

This policy provides guidance to office members that affirms the El Dorado County Sheriff's Office's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the office's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

402.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement (Penal Code § 13519.4).

402.2 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit a deputy from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

402.2.1 CALIFORNIA RELIGIOUS FREEDOM ACT

Members shall not collect information from a person based on religious belief, practice, affiliation, national origin or ethnicity unless permitted under state or federal law (Government Code § 8310.3).

Members shall not assist federal government authorities (Government Code § 8310.3):

- (a) In compiling personal information about a person's religious belief, practice, affiliation, national origin or ethnicity.
- (b) By investigating, enforcing or assisting with the investigation or enforcement of any requirement that a person register with the federal government based on religious belief, practice, or affiliation, or national origin or ethnicity.

402.3 MEMBER RESPONSIBILITIES

Every member of this office shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

El Dorado County Sheriff's Office

POLICY

Bias-Based Policing

402.3.1 REASON FOR CONTACT

Deputies contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved deputy should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any deputy to document a contact that would not otherwise require reporting.

402.3.2 REPORTING OF STOPS

Per Government Code § 12525.5 requires collection and reporting data beginning no later than 1 Jan 2022 and issue its first report by 1 April 2023. Unless an exception applies under 11 CCR 999.227, a deputy conducting a stop of a person shall collect the data elements required by 11 CCR 999.226 for every person stopped and prepare a stop data report. When multiple deputies conduct a stop, the deputy with the highest level of engagement with the person shall collect the data elements and prepare the report (11 CCR 999.227).

If multiple agencies are involved in a stop and the El Dorado County Sheriff's Office is the primary agency, the El Dorado County Sheriff's Office deputy shall collect the data elements and prepare the stop data report (11 CCR 999.227).

The stop data report should be completed by the end of the deputy's shift or as soon as practicable (11 CCR 999.227).

402.4 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

- (a) Supervisors should discuss any issues with the involved deputy and his/her supervisor in a timely manner.
 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review MAV recordings, portable audio/video recordings, Mobile Digital Computer (MDC) data and any other available resource used to document contact between deputies and the public to ensure compliance with the policy.
 1. Supervisors should document these periodic reviews.
 2. Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this office who discloses information concerning bias-based policing.

El Dorado County Sheriff's Office

POLICY

Bias-Based Policing

402.5 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Training Unit.

- (a) All sworn members of this office will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of bias-based policing.
- (b) Pending participation in such POST-approved training and at all times, all members of this office are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.
- (c) Each sworn member of this office who received initial bias-based policing training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

402.6 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Internal Affairs Unit Manager shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against deputies is collected and provided to the Records Manager for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Unit Policy.

Supervisors should ensure that data stop reports are provided to the Records Manager for required annual reporting to the DOJ (Government Code § 12525.5) (See Records Bureau Policy).

Automated License Plate Reader (ALPR)

471.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

471.2 POLICY

The policy of the El Dorado County Sheriff's Office is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this office. Because such data may contain confidential information, it is not open to public review.

471.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the El Dorado County Sheriff's Office to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Operations Division Commander. The Operations Division Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

471.3.1 ALPR ADMINISTRATOR

The Operations Division Commander shall be responsible for developing guidelines and procedures to comply with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.
- (b) Training requirements for authorized users.
- (c) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.
- (d) Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.
- (e) The title and name of the current designee in overseeing the ALPR operation.
- (f) Working with the Custodian of Records on the retention and destruction of ALPR data.

El Dorado County Sheriff's Office

POLICY

Automated License Plate Reader (ALPR)

- (g) Ensuring this policy and related procedures are conspicuously posted on the office's website.

471.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Office members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this office shall operate ALPR equipment or access ALPR data without first completing office-approved training.
- (e) No ALPR operator may access office, state or federal data unless otherwise authorized to do so.
- (f) If practicable, the deputy should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

471.5 DATA COLLECTION AND RETENTION

The Operations Division Commander is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with office procedures.

All ALPR data downloaded to the server should be stored for a minimum of one year (Government Code § 34090.6) and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

471.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The El Dorado County Sheriff's Office will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

El Dorado County Sheriff's Office

POLICY

Automated License Plate Reader (ALPR)

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).
- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or office-related civil or administrative action.
- (c) ALPR system audits should be conducted on a regular basis.

For security or data breaches, see the Records Release and Maintenance Policy.

471.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

- (a) The agency makes a written request for the ALPR data that includes:
 - 1. The name of the agency.
 - 2. The name of the person requesting.
 - 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Operations Division Commander or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

471.8 TRAINING

The Training Sergeant should ensure that members receive office-approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).